



Annual Performance Report Form

Facility Name: Hartford Vehicle Maintenance Facility

Performance Track ID #: A010024

Annual Performance Report #: 1

Reporting Year: 2001

Due Date: April 1, 2002

Section A

General Facility Information

To the extent possible, EPA will pre-complete items A.1-A.8 for you. Please ensure that the information in A.1-A.8 below is accurate, complete, and up to date. Please supply or revise any information as necessary and then check the box to the left of the item(s) to indicate where changes have been made. Items A.9 and A.10 cannot be pre-completed; please respond as directed in A.9 and A.10 below.

Did you make changes? If so, check box.

- A.1 ☐ Name of your facility: Hartford Vehicle Maintenance Facility
- A.2 ☐ Name of your parent company: United States Postal Service
- A.3 ☐ Facility contact person for the Performance Track program
Name: Mr./Mrs./Ms./Dr. Mr. Angelo Dispensa and Mr. Ronald Robbins
Title: Area Environmental Compliance Specialists
Phone: 860-285-7255 and 860-285-7197 Fax: 860-285-1260 E-mail:
adispensa@email.usps.gov and rrobbins@email.usps.gov
- A.4 ☐ Facility's location
Street Address: 85 Weston Street
Street Address (cont.):
City/State/Zip Code: Hartford, CT 06101-9331
- A.5 ☐ Facility's website address (if any):
- A.6 ☐ Number of employees (full-time equivalents) who currently work in the facility:
☒ Fewer than 50 ☐ 50 - 99 ☐ 100 - 499 ☐ 500 - 1000 ☐ More than 1000
- A.7 ☐ Does your company meet the Small Business Administration definition of a small business for your sector? ☐ Yes ☒ No
- A.8 ☐ North American Industrial Classification System (NAICS) Code(s) that are used to classify business at the facility: 4911 _____
- A.9 ☐ In your application and, perhaps, in previous annual performance reports, you described what your facility does or makes. Have there been any (additional) changes to your facility's list of products and/or activities? If so, please list them in the space below. ☐ Yes ☒ No
- A.10 ☐ Please update the list of environmental requirements that apply to your facility. In the space below, indicate any changes that have taken place during this reporting period. If you have no changes to report, please write "No changes."

No changes.

Section B

Environmental Management System

B.1 Environmental Management System Assessment. Please summarize EMS assessments conducted *during the year*. Attach additional sheets as necessary.

a. Was an EMS audit or other assessment done by an independent third party?

☐ Yes ☒ No

If yes, please provide the *type* (e.g., ISO 14001 certification), the *scope*, and the *dates* (mo/yr) of each assessment.

As part of USEPA Region 1 Star Track Program, an independent 3rd party performed an EMS Audit of this facility in July 1999. The audit addressed both ISO 14001, CEMP and Postal Quality Standards.

b. Was an internal or corporate EMS audit conducted? ☒ Yes ☐ No

If yes, please provide the *scope* and the *dates* (mo/yr) of each audit.

Last Audit performed in July 2001 (Section 9 of the USPS Self Audit Protocol). Audited to ensure that Environmental Compliance Master Plan (core of USPS EMS in the Northeast Area) was being implemented.

c. Was a compliance audit conducted? ☒ Yes ☐ No

If yes, please provide the *scope* and the *dates* (mo/yr) of each audit, and indicate *who* conducted the audit(s) (e.g., facility staff, corporate groups, third party).

-Third Party Multimedia Audit performed in July, 1999 by Dames and Moore.

-Internal Multimedia Audits performed in 6/2000 and 7/2001 by internal professional environmental staff

d. (Optional) If you would like to describe any other audits or inspections that were conducted at your facility, please do so here.

July 12, 2001 the Facility had an USPS Vehicle Maintenance Facility Model Review performed by Northeast Management Staff. The facility received 100% score in the environmental portion of the audit, which indicates the VMF was in full compliance with Federal and State environmental regulations.

Section B

(continued)

B.1

e. Briefly summarize corrective actions taken and other improvements made as a result of your EMS assessments and compliance audits.

-Reinstituted existing policy to minimize use of hazardous chemical products through

f. Has your facility corrected all instances of potential non-compliance and EMS non-conformance identified during your audits and other assessments?

☒ Yes ☐ No ☐ No such instances identified

If no, please explain your plans to correct these instances.

EMS non-conformances were addressed in 2000, although EMS documents need to be updated due to recent organizational restructuring. Compliance findings have been corrected in 10/1999. The facility has been audited in 2000 and 2001 as part of the internal self audit program conducted by professional environmental staff. These findings are part of a Corrective Action Plan that are tracked on a quarterly basis. All compliance findings were verified as corrected in the Self Audit July 2001.

g. When was the last Senior Management review of your EMS completed? *mo/yr* 7/1999

Who headed the review?

Name: Mr./Mrs./Ms./Dr.

Dames & Moore contracted as part EPA Region 1 Star Track Program with EPA Region 1, Connecticut DEP and USPS Senior Managers participated on the audit team in this audit. Dames & Moore provided ISO 14001 certified Lead Auditor.

Title: ISO 14001 Certified Auditor

Section B

(continued)

B.2 ISO 14001 Certification. Is your facility currently certified to ISO 14001? ☐ Yes ☒ No

B.3 Environmental Aspects Identification. When did your facility last conduct a systematic identification and/or review of your environmental aspects? *mo/yr*

10/01

B.4 Progress Toward Achieving Objectives and Targets. In the table below, please provide a narrative summary of progress made toward EMS objectives and targets. **You may limit the summary to environmental aspects that are *significant* and towards which *progress* has been made during the *reporting year*.** In cases where progress relates specifically to a Performance Track performance commitment, complete the *Environmental Aspect* column, but in the *Progress* column simply refer to the performance commitment tables in Section C, i.e. "See Section C." Attach additional sheets as necessary.

<i>Environmental Aspect</i>	<i>Progress Made This Year</i> (e.g., quantitative or qualitative improvements, activities conducted)
1 Hazardous Solid Waste	Maintained reductions in the amount of hazardous generated during FY 2001 has remained at 0.07 gallons per vehicle service, Even though this year is slightly above the 2000 rate this represents a 97 % reduction from the facilities generation rates baselined in 1992. Recent administrative improvements should result in further reductions in FY2002.
Total Solid Waste	Reduction in amount of non-hazardous parts washer solution from 100 gallons to 55 gallons in FY 2001 or 0.042 gallons per vehicle serviced to 0.023 gallons per vehicle serviced. The goal for this aspect is 0.016 gallons per vehicle service.
Materials Use: Recycled/Re-Used Material Use	For FY 2001 the facility is at .77 gallons per vehicle service in a recycled and rerefined closed loop program. The goal of which is 1.25 gallons per vehicle service.
Air Emissions of Greenhouse Gases	The reduction in greenhouse gas no appreciable changed during FY 2001 we expect the improvements will be seen in FY 2002.

Section C

Environmental Performance Commitments

Please use the tables on pages 6-9 to summarize your facility's environmental performance against your Performance Track performance commitments. Complete only those boxes related to the baseline, current year, and performance commitment. If any of the boxes have been pre-completed for you, please verify the information. If you find information that is incorrect, cross it out and write in the correct information. **Leave blank any columns for future reporting years.**

C.1

Performance Commitment 1

a. Use this table to report data related to your first performance commitment.

Category (see page 16 of the instructions): Waste

Aspect (see page 16 of the instructions): Hazardous Solid Waste

	<i>Baseline (as stated in your application)</i>	<i>Year 1</i>	<i>Year 2</i>	<i>Year 3</i>	<i>Performance Commitment (the goal stated in your application)</i>
<i>Calendar Year</i>	2000	2001			2003
<i>Actual Quantity (per year)</i>	1053	1365			(optional)
<i>Measurement Units</i>	pounds (est. 7.8 lbs. per gallon)				
<i>Normalizing Factor*</i>	1.0	0.91 (4299 v. s.)			(optional)
<i>Basis for your Normalizing Factor*</i>	3932 vehicle services in 2000 (Sept. 2000 - Sept. 2001)				
<i>Normalized Quantity* (per year)</i>	1053	1242			429

*See pages 17-19 of the instructions for more information

b. Briefly describe how you achieved improvements for this aspect or, if relevant, any circumstances that delayed progress.

Improvement put in place in FY2001 repairing the paint gun cleaning equipment and insuring the equipment is maintained in good working order should be realized in FY2002. Not every vehicle requires painting during a vehicle service, however this is best normalizing data available at this time.

c. Please list any other EPA voluntary programs to which you are also reporting these data (e.g., Energy Star, Project XL).

EPA WasteWise Program

Section C

(continued)

C.2

Performance Commitment 2

a. Use this table to report data related to your second performance commitment.

Category (see page 16 of the instructions): Waste					
Aspect (see page 16 of the instructions): Total Solid Waste					
	<i>Baseline</i> (as stated in your application)	<i>Year 1</i>	<i>Year 2</i>	<i>Year 3</i>	<i>Performance Commitment</i> (the goal stated in your application)
<i>Calendar Year</i>	2000	2001			2003
<i>Actual Quantity</i> (per year)	834	459			(optional)
<i>Measurement Units</i>	pounds (est. 8.34 lbs. per gallon)				
<i>Normalizing Factor*</i>	1.0	.91 (4299 v.s.)			(optional)
<i>Basis for your Normalizing Factor*</i>	Based on 3932 vehicle services in FY 2000 (Sept. 2000-Sept. 2001)				
<i>Normalized Quantity*</i> (per year)	834	459			317
*See pages 17-19 of the instructions for more information					

b. Briefly describe how you achieved improvements for this aspect or, if relevant, any circumstances that delayed progress.

The improvement was achieved with installation of new more efficient parts washer unit.

c. Please list any other EPA voluntary programs to which you are also reporting these data (e.g., Energy Star, Project XL).

EPA WasteWise Program

Section C

(continued)

C.3 Performance Commitment 3

a. Use this table to report data related to your third performance commitment.

Category (see page 16 of the instructions): Material Use					
Aspect (see page 16 of the instructions): Recycled/Re-Used Materials Use					
	<i>Baseline</i> (as stated in your application)	<i>Year 1</i>	<i>Year 2</i>	<i>Year 3</i>	<i>Performance Commitment</i> (the goal stated in your application)
<i>Calendar Year</i>	2000	2001			2003
<i>Actual Quantity</i> (per year)	0	15854			(optional)
<i>Measurement Units</i>	pounds (est. 7.34 lbs per gallon)				
<i>Normalizing Factor*</i>	1.0	.91			(optional)
<i>Basis for your Normalizing Factor*</i>	Based on 3932 vehicle services in FY 2000				
<i>Normalized Quantity*</i> (per year)	0	14427			28860
*See pages 17-19 of the instructions for more information					

b. Briefly describe how you achieved improvements for this aspect or, if relevant, any circumstances that delayed progress.

This was accomplished by implementation of a closed-loop recycling contract where used oil is sent to a facility for the production of rerefined oil which in turn purchased back by the VMF. This is an improvement to the one time waste to energy method of disposal and virgin product purchases. No rerefined oil was used in FY 2000 while conversion to rerefined oil in FY 2001 resulted in the use of 2160 gallons.

c. Please list any other EPA voluntary programs to which you are also reporting these data (e.g., Energy Star, Project XL).

EPA WasteWise Program

Section C

(continued)

C.4

Performance Commitment 4

a. Use this table to report data related to your fourth performance commitment.

Category (see page 16 of the instructions): Waste

Aspect (see page 16 of the instructions): Total Solid Waste

	<i>Baseline (as stated in your application)</i>	<i>Year 1</i>	<i>Year 2</i>	<i>Year 3</i>	<i>Performance Commitment (the goal stated in your application)</i>
<i>Calendar Year</i>	2000	2001			2003
<i>Actual Quantity (per year)</i>	0	0			(optional)
<i>Measurement Units</i>	tons				
<i>Normalizing Factor*</i>	1.0	.91 (4299 v.s.)			(optional)
<i>Basis for your Normalizing Factor*</i>	Based on 3932 vehicle services in FY 2000.				
<i>Normalized Quantity* (per year)</i>	0	0			

*See pages 15-17 of the instructions for more information

b. Briefly describe how you achieved improvements for this aspect or, if relevant, any circumstances that delayed progress.

Hartford VMF is maintaining 100% recycling of cardboard and white paper waste equivalent to approximately 11 tons a year of material that is not disposed of in a landfill or which generates additional global warming gases.

c. Please list any other EPA voluntary programs to which you are also reporting these data (e.g., Energy Star, Project XL).

EPA WasteWise Program

Section D

Public Outreach and Performance Reporting

D.1

Please briefly summarize the public outreach and reporting activities that your facility has conducted during the year. Feel free, but not obligated, to attach supporting materials (e.g., meeting agendas, public announcements). Public and employee outreach with community in regards to Anthrax issues at facility and in the Connecticut District.

D.2

Please indicate which of the following methods your facility plans to use to make its Performance Track Annual Performance Report available to the public. Please check as many as are appropriate.

☒ Website (URL <http://usps.blue.gov>)

☐ Open House

☐ Meetings

☐ Press Releases

☐ Community Advisory Panel

☐ Other

Section E

Self-Certification of Continued Program Participation

On behalf of Hartford Vehicle Maintenance Facility,
(name of my facility)

I certify that

- ◆ I have read and agree to the terms and conditions specified in *the National Environmental Performance Track Program Guide*. This facility, to the best of my knowledge, continues to meet all program criteria;
- ◆ I have personally examined and am familiar with the information contained in this Annual Performance Report. The information contained in this report is, to the best of my knowledge and based on reasonable inquiry, true, accurate, and complete;
- ◆ My facility has an environmental management system (EMS), as defined in the Performance Track EMS criteria, including systems to maintain compliance with all applicable federal, state, tribal, and local environmental requirements in place at the facility, and the EMS will be maintained for the duration of the facility's participation in the program;
- ◆ My facility has conducted an objective assessment of its compliance with all applicable federal, state, tribal, and local environmental requirements; and the facility has corrected all identified instances of potential or actual noncompliance; and
- ◆ Based on the foregoing compliance assessments and subsequent corrective actions (if any were necessary), my facility is, to the best of my knowledge and based on reasonable inquiry, currently in compliance with applicable federal, state, tribal, and local environmental requirements.

I agree that EPA's decision whether to accept participants into or remove them from the National Environmental Performance Track is wholly discretionary, and I waive any right that may exist under any law to challenge EPA's acceptance or removal decision.

I am the senior manager with responsibility for the facility and am fully authorized to execute this statement on behalf of the corporation or other legal entity whose facility is part of the National Environmental Performance Track program.

Signature/Date _____

Printed Name Mr./Mrs./Ms./Dr. Mr. William Doran

Title Manager, Operations Program Support

Phone Number/E-mail Address (860) 524-6331 wdoran@email.usps.gov

Facility Name Hartford Vehicle Maintenance Facility

Facility Street Address 85 Weston Street, Hartford, CT 06101-9993

Performance Track Identification Number A010024

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